



**SONS of
NORWAY**

District 7



*By-Laws
Policies &
Procedures
Officers Mandates*

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BY-LAWS DISTRICT LODGE NO. 7

ARTICLE I – NAME & TERRITORY

Par. 1 The name of the District shall be DISTRICT LODGE NO. 7, SONS OF NORWAY. It shall include the Province of British Columbia.

ARTICLE II - AUTHORITY

Par. 1 The District Lodge shall promote the interest of Sons of Norway within the province and shall co-operate with and assist the International Lodge and its officers in their work.

ARTICLE II A – FISCAL YEAR

Par. 1 The Official and Fiscal Year for District #7, Sons of Norway be the period January 1 to December 31 starting January 1, 2005.

ARTICLE III - CONVENTIONS & REPRESENTATIONS

Par. 1 The District Lodge shall meet for regular Conventions every second year and the closing date of such Convention shall not be less than forty-five (45) days prior to the opening of the International Convention of the same year. The Convention shall last for two (2) days. The charge for registration to the Convention shall not exceed fifty dollars (\$50.00) per person. Traveling expenses of the local lodge delegates to the District Lodge Convention shall be the sole responsibility of the individual lodges and their respective delegates. Each delegate to a District No. 7 Convention will be furnished with a Convention information brochure prior to the Convention.

Par. 2 Every Lodge within the District Shall be entitled to two (2) delegates for the Lodge and one (1) delegate for each fifty (50) members or major fraction thereof, based on the last Membership Report prior to the election of delegates. All members in good standing are eligible for election and the Lodge President should be one of the delegates. All shall be elected ninety (90) days prior to the Convention. At the same time as the delegates to the District Convention are elected, an adequate number of alternates shall be elected to fill the places of duly elected delegates prevented from attending the meeting, the first duly elected alternate filling the first vacancy, the second the next vacancy, etc.

- Par. 3 **Past District Presidents Seating:** At any District # 7 Lodge Meeting, a District # 7 Past President, who is in attendance and is not a current member of the District # 7 Lodge, shall have the privilege of being seated at a delegate table, providing he or she is a member of a Local Lodge of Sons of Norway. He or she shall be granted the privilege of the floor, but shall have no vote, nor is the individual entitled to any expense reimbursement from the District # 7 Treasury for this seating privilege.
- Par. 4 **International Representation:** District Lodge # 7 shall be entitled to two (2) “delegates at large” for the District, to the International Lodge Meeting, which should be the newly-elected President and Secretary; and one (1) delegate for each three hundred (300) members or major fraction thereof, based on the last annual Membership Report prior to the District Lodge Meeting, all of whom shall carry a valid insurance/benefit policy at the time of the International Lodge Meeting. Members who had and retain valid policies with Faith Life that had previously been Sons of Norway policies are also eligible.
- Par. 5 **International Director Nominations:** If the District Lodge Meeting occurs in a year in which the International Director for District # 7 is to be nominated, the election of that Director Nominee and the Alternate Director Nominee must occur prior to the general delegate election. If either or both members are not already “delegates at large” as stated in Par. 4, these nominees will each become representatives from their respective Zones and will sit as regular delegates in the International Lodge Meeting.
- Par. 6 **Delegate Elections:** The delegates to the International Lodge Meeting, as stated in Par. 4 above, shall be elected in a first round on the basis of one delegate per Zone. If no representative is available from one Zone, that delegate allocation will be moved to the Zone with the largest membership number. If the membership number is such that permits more than one delegate per Zone, additional delegate(s) may be elected from the Zone(s) with the largest membership number(s). Conversely, if the membership number in the District falls below the level of entitling one delegate per Zone, the Zones with the least number of members will combine to elect one delegate to represent those Zones.
- Par. 7 **Alternate Delegate Pool:** An appropriate number of alternate delegates shall be elected and be placed in an Alternate Delegate Pool. If any delegate is unable to attend the International Lodge Meeting, the District President will select the Alternate Delegate to replace the elected Delegate.

ARTICLE IV – COMMITTEES

- Par. 1 The District President shall appoint committees for the Convention in accordance with the Constitution of Sons of Norway.

ARTICLE V – RESOLUTIONS

- Par. 1 All resolutions from local lodges are to be submitted to the District Secretary at least sixty (60)* days prior to the District Convention.
- Par. 2 Resolution to District No. 7 Lodges meeting shall be submitted with appropriate rationale explained in “WHEREAS’s: preceding the resolve or resolves.”

ARTICLE VI – LOSS OF RIGHTS

Par. 1 Members of the District Board, who leave the Convention without valid excuse or permission before the Convention is over, shall forfeit all claims to traveling expenses.

ARTICLE VII – BONDING

Par. 1 The District Board shall see to it the President; Vice-president & Treasurer are bonded for the sum of Fifty Thousand Dollars (\$50,000.00) with a Two Hundred and Fifty Dollar (\$250.00) deductible for each claim. Said bond to cover both the District and International Funds and must be approved by the District Board.

ARTICLE VIII – SALARY & TRAVELING EXPENSES FOR DISTRICT OFFICERS

Par. 1. All District Officers shall, when attending District Board meetings, District Conventions and other functions as dictated by the District By-laws or as directed by the District President, be paid a per diem, to cover expenses for meals and accommodation based on the following:

ACCOMMODATION – actual motel/hotel room expenses not to exceed One hundred and thirty Dollars (\$130.00) per night;

MEALS – actual expenses not to exceed – Breakfast - \$11.00, Lunch - \$14.00, Dinner- \$25.00 for a total of not more than fifty dollars (\$50.00) per day. That receipts of actual expenditures be submitted for reimbursement.

They shall also be compensated for traveling expenses when using public transportation or compensation at the rate of fourth-five cents (\$.45) per km, for the use of private vehicles. These same rates shall also apply to members of the Sons of Norway when required to travel on behalf of District Lodge No. 7, Sons of Norway. For travel in the United States, travel allowance are amounts in US currency, which are then converted to Canadian dollars for claim purposes.

Par. 2 The Secretary shall be paid a yearly remuneration of eight cents (\$.08) per member based on the membership reports. This is to be paid semi-annually.

Par. 3 The District Lodge shall pay the registration fee for members of the District Board of Directors attending a District Convention.

Par. 4 The members of District Convention Committees, appointed by the District President shall be paid per diem allowance to cover meals and accommodation equal to that stipulated for the District Officers.

ARTICLE IX - ZONES 4

Par. 1 For the purpose of electing District Officers, the District shall be divided into four (4) geographical zones.

- Zone No. 1 ----- Vancouver Island
- Zone No. 2 ----- Lower Mainland
- Zone No. 3 ----- Northern B.C.
- Zone No. 4 ----- Eastern B.C.

The District President shall be elected at large.

It is desirable, but not mandatory that each zone shall be represented by at least one (1) District Officer (not counting the District President) on the Board of Directors. Whenever a zone does not have a nomination to the Board, a nomination from the remaining zones is in order.

Par. 2 An alternate shall be elected for the Director on the District Board from any Zone having only one (1) Director on the Board.

ARTICLE X - DISTRICT BOARD OF DIRECTORS

Par. 1 There shall be eight (8) elected District Officers which shall be:

- | | |
|-------------------|--------------------------------|
| 1) President | 5) Cultural Director |
| 2) Vice-President | 6) Recreational/Youth Director |
| 3) Secretary | 7) Publicity Director |
| 4) Treasurer | 8) General Director |

The District Board of Directors shall consist of these eight (8) elected District Officers and the immediate Past-President who, during the first biennium following his/her term in office as District President, shall be provided for this office and if a vacancy in it should occur, it shall not be filled. The District President, District Vice-President, District Secretary and District Treasurer shall be elected first. These four (4) and one (1) other Director, if desired, shall constitute the Executive Board.

The General Director will have a one-year term maximum.

Par. 2.1. **1. Nominating Committee**

The District Nominating Committee, (District #7 – ARTICLE XIV) shall identify, review and recommend all qualified candidates for the election of District Lodge Officers and Directors.

No member of the Nominating Committee shall be a candidate for election as District Lodge Officer or Director.

Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge.

Candidates for nomination to the District Board shall be insured members and must meet all qualifications as set forth by the District Lodge.

The insured member provision for District Board officers and Directors shall not be required for countries, provinces or for countries, provinces or states where Sons of Norway is not authorized to sell insurance.

Candidates application for District Officers must be submitted to the Nominating Committee for vetting no later than 30 days prior to the start of the District Lodge Meeting.

Other procedures and deadlines for the nomination of candidates for District Lodge Officers or Directors shall be determined by the District Board.

2. Election Procedures:

a) Time of Election

The Officers are elected at the regular meetings of the District Lodge by the International Officers, International Directors, District Officers, District Directors and District Delegates present, all being current members of the District Lodge.

b) Ballots:

Ballots shall be used in all cases where there are two (2) or more candidates for any office. A majority of the votes cast is necessary for election; otherwise election shall be by acclamation.

c) Candidates

If more than two (2) candidates have been nominated for an office and none receives a majority on the first ballot, the candidate receiving the least number of votes shall withdraw, and so on until one (1) candidate gets a majority. When there is only one (1) candidate for any office, vote by acclamation is permissible.

ARTICLE XI - BIENNIAL REPORT

- Par. 1 District Officers and other reporting members shall submit their report of activities to the District Secretary at least sixty (60) days prior to the District Convention and a copy of the Biennial Convention Reports Booklet shall be printed and circulated to the Convention delegates thirty (30) days prior to the start of the Convention.
- Par. 2 A Board Audit Committee made up of the three Executive Board members, excluding the Treasurer, will conduct a review of the prior year-ended financial statements, including a Balance Sheet and Profit and Loss Budget vs. Actual, and apply reasonable judgment of accuracy following a review of all documentation to be made available by the Treasurer with regard to bank and investment statements, expense reports with back up receipts, invoices, deposit books and all other materials which support the Treasurer's reports. In the year that completes the biennium term, the audit committee will also review the externally prepared financial statements.
- Par. 3 The District Board shall, every two (2) years, issue a printed report of the previous two years' activities and a financial statement. The District Board shall engage an external accountant to prepare financial statements for the two-year period ending December 31. Following the spring meeting, the District Secretary shall in ample time before the District Convention, send one (1) copy of this two (2) year financial report to each member of the District Board. He/she shall also send one (1) copy to each Local Lodge in the District and to the office of the International Lodge. The District Secretary shall have the names of the elected representatives printed on this report and shall mail a copy to each delegate. Treasurer with regard to bank and investment statements, expense reports with back up receipts, invoices, deposit books and all other materials which support the Treasurer's reports, if requested by the District # 7 Lodge Meeting Delegates Financial Committee.

This delegates' audit committee shall report their assessment and recommended approval of the externally prepared financial statements to the delegates of the Biennial Convention and District Lodge # 7 Meeting

Par. 4 A summary report of the Convention shall be sent to the Official magazine of the order and to the Leiflette by the District Secretary by August 15 of that year.

ARTICLE XIII - LODGE VISITS

Par. 1 The District President shall visit all the lodges within the District, or delegate another member of the District Board to do so. It shall also be the duty of the members of the District Board to instruct local lodges in their ritualistic work.

ARTICLE XIII - VACANCIES

Par. 1 When a vacancy occurs on the District Board that vacancy shall be filled by the District Board.

Par. 2 The District Board shall, by majority vote of all the members, have power to remove from office any member of the Board for reason of incompetence, moral or physical disqualification, embezzlement or neglect of duty, provided that the accused has been given a chance to defend him or herself.

ARTICLE XIV - INTERNATIONAL DIRECTOR

Par. 1 The District Board of Directors shall elect a Nominating Committee of no fewer than three (3) and no more than 5 members of the District Lodge.

The purpose of the Nominating Committee is to identify, review and recommend all qualified candidates for the election of International Director.

The Nominating Committee shall elect the Committee Chair from the elected committee members.

No member of the Nominating Committee shall be a candidate for election as International Director.

Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge.

Candidates for nomination to the International Board of Directors shall be insured members and must meet all qualifications as set forth by the International Lodge.

The Nominating Committee shall review the qualifications of the candidates and approve the slate of one or more candidates for election.

Candidates application for International Director and Alternate International Director must be submitted to the Nominating Committee for vetting no later than 30 days prior to the start of the District Lodge Meeting.

The Application to be forwarded to the International Nominating Committee for further vetting and approval.

Other procedures and deadlines for the nomination of candidates for International Director shall be determined by the District Board.

ARTICLE XV - BY-LAW CHANGES

Par. 1 These By-laws may be amended or repealed at any regular or special District Lodge meeting, by two thirds (2/3) majority vote of all ballots cast by qualified voters.

ARTICLE XVI - DISTRICT FUNDS

Par. 1 The Investment of District Lodge No. 7 funds shall be restricted to Chartered banks, Credit Unions and Sons of Norway endeavors.

COPIED FROM THE 1982 CONVENTION MINUTES

ARTICLE XVII – DISTRICT DUES

Par. 1 District dues total \$ 7.50 per year, per dues paying member.

These By-laws were adopted at the District Convention held at EIDSVOLD #53 in Victoria, B.C. on the 21st of June, 1968, and altered and amended at the District Conventions held in:

RONDANE #71 - Prince George	June 11 & 12, 1970
NORDIC #7 – Castlegar	June 8 & 9, 1972
SLEIPNER #8 - Vancouver	June 7 & 8, 1974
DOVRE #99 - Penticton	June 4 & 5, 1976
NORDLYS #20 – Port Alberni	June 2 & 3, 1978
RONDANE #71 – Prince George	June 6 & 7, 1980
VARDEN #19 – Burnaby	June 4 & 5, 1982
LEIF ERIKSON #93 – Kamloops	June 1 & 2, 1984
NORTH STAR #63 - Nanaimo	June 6 & 7, 1986
HARDANGER #109 – Kelowna	June 3 & 4, 1988
RONDANE #71 – Prince George	June 1 & 2, 1990
EIDSVOLD #53 – Victoria	June 5 & 6, 1992
SKJONNE DAL #142 – Bella Coola	June 24 & 25, 1994
VARDEN #19 – New Westminster	June 7 & 8, 1996
HEIMDAL #141 – Kamloops	June 5 & 6, 1998
SLEIPNER #8 – Burnaby	June 9 & 10, 2000
EIDSVOLD #53 - Victoria	June 7 & 8, 2002
VARDEN #19 VIKING #81, SAGA, 104, GOLDEN EARS #137 –Mission,	May 29 & 30, 2004
NORDIC #76 – Castlegar	May 26 & 27, 2006
NORDLYS #20 – Port Alberni	May 30 & 31, 2008
SLEIPNER #8 – Vancouver	May 28 & 29, 2010
RONDANE #71 – Prince George	May 4 & 5, 2012
VARDEN #19 – New Westminster	May 30 & 31, 2014
EIDSVOLD #53, NORDLYS #20, NORTH STAR #63, Victoria	May 27 & 28, 2016
DISTRICT 7 BOARD OF DIRECTORS, Langley BC	May 25 & 26, 2018

DISTRICT LODGE #7 POLICIES & PROCEDURES

Reviewed and revised 2017

District #7 adopted the slogan “The Scenic Seventh”. (2008-02-29)

Mission

The mission of Sons of Norway is to promote and to preserve the heritage and culture of Norway, to celebrate our relationship with other Nordic Countries, and provide quality insurance and financial products to our members.

Purpose

The District Lodge shall promote the interests of Sons of Norway within the District and shall cooperate with and assist the International Lodge and its Officers and Directors in their work, both with relation to fraternal activities and organization work. (Chapter 2 3.2.1.)

A. District Board:

As a member of the Board of Directors, you need to ensure you have read and understood your roles and duties. As a member of the Board of Directors you share overall responsibility for everything Sons of Norway District Lodge #7 does. Members are responsible to exercise due diligence in the performance of their duties. You should look after the organization and its resources and liabilities at least as carefully as if they were your own. That’s stewardship – the management on behalf of others. Governance, which supports your stewardship, includes the oversight of the Sons of Norway District Lodge #7’s operations and monitoring its long-term direction. Those in leadership roles will set boundaries of acceptable behavior thereby reducing the risk and associated costs of fraud, conflicts of interest and other ethical lapses. Each member of the board of directors will receive annually a copy of the Sons of Norway CODE OF ETHICS and will sign and return to the District Secretary, a copy of the POLICY STATEMENT found under Appendix 1. (2011-11-5)

EXECUTIVE BOARD AND DIRECTORS

To work within the allocated budget laid down by the Convention Finance Committee and adopted by the District Lodge.

To get the maximum results from money expended by:

- Investing wisely;
- Spending responsibly and judiciously;
- Conscientiously detailing and reporting on those programs that are eligible for fraternal funds in the Convention Report Book.

To provide cultural, heritage and recreational programs which will be of interest to members and their families of all ages through District events such as Heritage Camp, Sno Fun Days, Bowl-by-Mail, Golf-by-Mail, and Fishing Derby and such other events as the District Board may deem feasible from time to time.

To encourage new programs at the Local level by providing small grants as ‘pump-primers’, or ‘start-up’ funds, and by sharing ideas and by rendering assistance and giving advice as requested or as possible.

Educate the members in the District in the ways of Sons of Norway. Provide meaningful seminars when requested and write information booklets or papers to assist District Board members and Local Lodge Officers in the carrying out of their duties and programs. Also writing articles and reports for the District publication, the Leiflette.

Increase membership in the District by incentives such as membership contests. Actively seeking out areas where new Lodges might be feasible and by working with members in starting new Lodges.

Retain membership by supplying reasonable and feasible ideas and suggestions to Local Lodges as to how they can retain their members. These topics should be included in seminars, mini-meetings and ‘brain-storming’ agendas.

Communicate with the members at large through the Leiflette, letters, visitations, seminars and mini-meetings and by obtaining and supplying answers to all questions asked by members.

Actively seek out areas where improvements can be made in the Charter, Constitutions and Procedures, District By-Laws, and District Policies. To work conscientiously to attempt those changes through discussion and the writing and submission of well thought-out resolutions.

The Board of Directors, along with the host Lodge, should plan a District Convention that will be well organized, smooth running and beneficial.

All District Officers shall fulfill the duties of their respective offices. The Sons of Norway CHARTER and CONSTITUTIONS Section 2, Chapter 16, OFFICER AND DIRECTOR DUTIES outlines the duties of the International Board Officers which also applies to offices of the District and Lodge Officers. The Guide for Leadership manual provides a more detailed listing of officer duties. In addition, they shall perform the following duties as established by District Lodge #7.

1. The Executive Board of District Lodge #7 shall consist of the President, Vice President, Secretary and Treasurer. (1980-09-27)
2. District Officers are to send the District President and District Secretary copies of all correspondence. (1980-06-08)
3. Officers visiting Lodges in an official capacity are to wear their regalia. All requests to visit are to be cleared through the President. District Officers should advise the President when visiting in an unofficial capacity. (1986-06-08) Lodges are advised that the Executive Board, Directors and Zone Directors are available to attend meetings and functions. When visiting Lodges, Lodges should be asked what they would like the Board member to speak about. To reduce expenses, Board members should inquire if billeting is available, charge for gas used rather than per kilometer. (2010-05-30)

4. A District Officer should be present at the Border Festival each year. (1974-06-08) The District #7 Board will promote the Border Festival enthusiastically and publicize it in the Leiflette and promote to Local Lodges. (2008-05-30)
5. The District voting member to the Sons of Norway Foundation in Canada is a position appointed by the District President. (2002-04-07) The appointed member should be a Board member. (2010-05-30)
6. Retiring Officers have the privilege of wearing District Officer pins for life. (1984-06-03)
7. The District Lodge will supply regalia to new Lodges. (1974-12-14)
8. Copies of all letters of contentious matter from District Officers to the International Board of Directors and the Home Office are to be sent to the International Director and President for information. (1980-09-27) Issues related to District affairs should be cleared through the District President before going to Home Office.
9. The service recognition for a retiring officer should be their choice of an appropriate cultural item or the standard plaque with the choice to be made at the convention wherein the officer retires from duty. (1995-04-02) Presentation should be done in a formal gathering such as a Lodge Meeting wherever possible.
10. The District maintains a membership in Ski for Light in Canada Inc. (2002-09-21)
11. The International Director is requested to visit Lodges in the District at their invitation.

PRESIDENT

1. Plans, along with the District Secretary, an agenda for Board meetings.
2. Chairs the Board meetings in a fair and impartial manner.
3. Becomes as knowledgeable as possible by studying the Charter and Constitutions, the Guide for Leadership, the District By-Laws, District Policies and Procedures and other material as is attainable and desirable.
4. Is responsible for the welfare and progress of the District Lodge to a great extent.
5. Maintains a close contact with Local Lodges by visitation, letters, telephone and emails.
6. Attends all District functions if at all possible as well as other functions such as the Border Festival, Syttende Mai events, etc.
7. Upholds and enforces the laws of the District and the International Lodges.
8. Maintains contact with the International Director, International President and Secretary as necessary.
9. Plans, along with the other District Officers, the activities for the term and guides their progress to a satisfactory conclusion.
10. Plans, along with the District Board Convention Committee and the host Lodge, a well organized convention for the end of the term.
11. Appoints committees and assigns work to the committees as well as doing peripheral supervision to ensure their continuity and progress.
12. Maintains necessary contact with the Treasurer to ensure that District funds are being spent wisely and judiciously and that the budget is being adhered to. In a reasonable time before a convention, appoint from the elected delegates, committee members for the following committees: Laws, Resolutions, Reports, Finance, Sports and Recreation and such special committees as may be deemed necessary. If the number of resolutions is low, some of the committees could be combined, but an uneven number of committee members should be appointed (eg 3 or 5 etc.).
13. Appoint an active 'Ways and Means' Committee to create and implement programs to increase the total District membership. The committee to work under the supervision of the District Lodge Board.
14. The District President will receive copies of the Lodge Achievement Forms (LAF) from Home Office for Lodge of the Year selections.
15. Attend District Presidents' Council (DPC) meetings at Head Office, semi-annually.

16. Prepare a District Officer Budget for the Treasurer with a copy to the District Board.
17. The President will note the number of members in his/her column each month.
18. Submits a report of activities to the District Secretary two (2) weeks prior to each District Board meeting.
19. A gavel will be presented to each District President when elected. The gavel is to be kept as a souvenir of his/her time in office. (1978-02-02)
20. The Treasurer will ensure the President is authorized for online access to all District financial information and s/he will check regularly that the financial reports and the online balances appear to be in sync.

VICE PRESIDENT

1. Is responsible for assuming the duties of the President in his/her absence or at the request of the President.
2. Assist the President in the efficient administration and management of District affairs, as required.
3. Should be thoroughly acquainted with the duties of the President and maintain a keen interest so as to be well versed in the up-to-date District happenings.
4. Will undoubtedly be asked to chair special committees and to perform such special functions as befits this high office.
5. Should assist, advise and counsel other members of the Board thus giving them the advantage of acquired knowledge and expertise.
6. Serve as the Chairperson of the District Board's Membership committee.
7. Work with the 'Ways and Means' committee to increase the membership.
8. At the District Convention:
 - Assign Marshals and Guards for each half day session
 - Announces membership contest winner and presents a cheque from the District
9. Coordinates the Open or Motivational Forum at the District Convention.
10. Assembles and rewords resolutions from the District Board for presentation at the District Convention.
11. Prepares a District Officer budget for the Treasurer with a copy to the President.
12. Submits a report of activities to the District Secretary two (2) weeks prior to each District meeting.
13. The District Vice President is to represent the District at the Head Office if the President is unable to attend. (1975-02-02)
14. The District Vice President and Local Lodge Vice Presidents should be in charge of membership committees and should receive training in membership creation and recruitment. (1990-06-02)

SECRETARY

1. Keeps an accurate and impartial record of all the District meetings.
2. Carries on all correspondence, which has not been expressly delegated to other members.
3. Consult with the District Board members on the content of Board meeting agendas.
4. Prepares agendas for the District Board meetings.
5. Maintains an orderly and complete record of reports submitted by the Local Lodges and submits to the International Lodge and Head Office such reports as are required from time to time.
6. Signs all documents and certificates issued by the District Lodge.
7. Keeps an accurate record of the number of members in the District according to the semi-annual reports.
8. Compiles a Convention Reports Book prior to the District Convention.
9. Applies for matching grants from Head Office at the appropriate times.
10. Sends a complete copy of the minutes to International Headquarters within 45 days after a District Lodge meeting.
11. Sends to the International Headquarters, within ten (10) days of the Convention and District Lodge meeting, the names of the International Delegates and their Alternates, including membership numbers.
12. Forwards to Legal Counsel and International Headquarters, copies of the proposed resolutions as well as Constitution and By-Law changes within 10 days after the District Convention.
13. Prepares and sends to Headquarters any other required reports.
14. Receives compensation as determined by the District Lodge.
15. Sends a complete report of the Convention to the official magazine of the Order, "Viking", and to the District website by August 15th of that year. Send a notice to the District newsletter, "Leifletter", that the Convention report is available on the website.
16. Publishes and distributes the new District Directory, annually, to include: Local Lodge executive, By-Laws, Sons of Norway Foundation of Canada executive, Ski for Light (Canada Inc) executive, District Lodge Board executive and Zone Directors, and District President's message. Distributes copies of the District Directory each year shortly following the new year, once the Lodge's Board members are submitted. (2011-03-19)

17. The District Secretary will take minutes at all Executive Committee and District Lodge Board meetings and copy to all Board Members (1974-12-15) prior to the next District Board meeting for their review.
18. Receives from the District Officers, and other reporting members, their report of activities at least 60 days prior to the District Convention.
19. Send congratulatory letters to Delegates to the International Convention along with a brochure "So You're a Delegate".
20. Contacts the Chairperson of the Convention and District Lodge meeting regarding sound system and recording of District Lodge for transcribing minutes.
21. Arranges a reception for the Convention Committees and host Convention Committee. Send an invitation to each committee member asking her/him to join the Board of Directors (normally held the Wednesday evening prior to Convention and often in rooms of President and Secretary) for an evening to thank all the workers.
22. Prepares a list of all duly elected delegates and alternates for use by the Convention registration committee. This form shall contain an area for the registration official to indicate they have confirmed the delegate's identification by a current, valid Sons of Norway membership card.
(2011-10-05)
23. At the Convention and District Lodge meeting:
 - Reads out the Roll Call
 - Reads out corrections to the Reports Book
 - Announces the District's entitlement to the International Convention
 - Makes sure the Lodge Achievement certificates are signed by both the President and Secretary.
24. Prepares and distributes the minutes of the pre Convention Board meeting and the District Convention as outgoing Secretary and forwards a copy to International Headquarters and all Convention delegates within forty-five (45) days as well as existing Board and newly elected Board members.
25. As newly elected Secretary, records and distributes minutes of the post Convention meeting.
26. Sends a congratulatory letter to the Host Lodge of the next District Convention.
27. Distributes copies of all notices, agendas for District Board meetings, and minutes to all Board members and to Past President and International Director.
28. Arranges Board meeting at the location selected by District Board (normally will be hosted in a central location where the least Board members have to travel a long distance).
29. Compiles District Board member reports and sends them to all Board members one (1) week prior to each Board meeting. Organizes Board members individual Reports Books for District Board meetings.

30. Keeps the “original” minute book up to date. Keeps the “motion” book up to date.
31. The District Secretary will revise District #7 By-Laws book to reflect required changes passed by the Convention. (1980-06-07)
32. Sends an updated copy of By-Laws to Head Office after biennial Convention and District Lodge meeting.
33. Sends a summary of all resolutions and elections to be included in the first issue of the Leiflette following the Convention and District Lodge meeting.
34. Correlates the resolutions that the Local Lodges have presented to the delegates, separate the ones that have a mandate they want the Board of Directors to address during their two (2) year term in office. Present them on the agenda at the first Board meeting after the Convention and District Lodge meeting.
35. Prepare a District Officer budget for the Treasurer with a copy to the District President.
36. Sends an invitation to all Past Presidents and International Directors to attend Board meetings at their own expense.
37. Sends appropriate thank-you letters as designated by the Reports Committee.
38. Sends informational letters to Local Lodges to keep them up to date. Reminders of important deadlines will be sent out by the District Secretary. (2010-03-19)
39. Sends a letter and a completed application at the beginning of each year to the Secretary of Sons of Norway Foundation in Canada requesting funds for Heritage Camp, Sno Fun Weekend, Dance Stevne and any other District programs. Ensures that reports to the Foundation are completed following the event.
40. The District Secretary will order nametags for District Officers; the tags to state the name and office along with District #7 Sons of Norway. (1990-09-07)
41. The District Secretary is to order supplies for starting new Lodges. (1968-09-07)
42. The District Secretary is authorized to purchase suitable awards for retiring officers. (1981-12-05)
43. The Treasurer will ensure the Secretary is authorized for online access to all District financial information and s/he will check regularly that the financial reports and the online balances appear to be in sync.

TREASURER

1. The District Treasurer should have a proven financial background.
2. The District Treasurer will organize a meeting at the approved banking facility to have the President, Vice President, Secretary and Treasurer complete documentation to have signing authority on all the District funds and investments unless the terms of the investments have a stipulation that the only action shall be to renew them or deposit them directly into the District chequing account.
3. The Treasurer will ensure the President, Vice President and Secretary are authorized for online access to all District financial information and they will check regularly that the financial reports and the online balances appear to be in sync.
4. Each District cheque issued shall have two of the four signatories, one being the District President's. (2008-05-31)
5. The Treasurer will prepare payments of all the bills as sanctioned: has appropriate expense report or sales invoice with backup and ensures a proper accounting trail by the use of cheques or other banking instruments, and is signed by the appropriate officer. There will be no pre-signed cheques. (2008-05-31)
6. All cash will be promptly deposited; cash shall not be used to purchase items or pay bills.
7. Ensures that no disbursements are made except as ordered by the District Board or the District Lodge.
8. Keeps an accurate record of the receipts and disbursements of the District.
9. Keeps the District President informed of the general state of the treasury on a monthly basis and informs the President of any irregularities. (2010-05-31)
10. Prepares and submits full reports on the condition of the treasury and reports of year-to-date comparison to the approved budget prior to each Board of Directors meeting and for the Convention Reports Book. These reports will include all financial instruments of the District including chequing accounts, term deposits, or other approved investments or notes.
11. Works with the Executive Board as necessary to ensure an external financial report is ready for the Convention and District Lodge Meeting. (2009-04-04) A Notice to Reader (NTR) may replace an audited statement due to cost of full audit services. (2008-05-31) It shall be prepared by a knowledgeable person with accounting background or experience, not on the District #7 Board. (2012-03-31) The convention delegates' audit committee shall certify that the Financial Statements reasonably reflect the operations and financial position of District #7 and report its findings directly to the District #7 Board of Directors. (2009-04-04)
12. The District Treasurer will seek information re: investment possibilities and submit a plan to the District Executive for approval. (1979-12-01) The District Treasurer's plan to invest District #7's reserve funds will look at the most favorable rates for short or medium term deposits. (1980-03-02)

No changes to investments or acquisition of loans may be made without an authorized motion and vote of the District Board.

13. Investment of District Lodge #7 funds is restricted to chartered banks, credit unions and Sons of Norway endeavors. (1986-06)
14. Prepare and send billings to each Lodge receiving the Leiflette on a semi-annual basis: in May and in November. Prepare and send billings for Leiflette ads and any other District fundraisers. (*See Publicity section for billing procedures.*)
15. Receive from each District Officer a budget for their District functions. These to be approved by the District Board and be made part of the financial report for the District Budget. A copy will be given to the District President.
16. An **annual** financial statement is provided to each Lodge within 90 days of year end (2006-05-26) or following approval by the District Board at the Spring Board of Directors meeting.
17. Submits a report of activities to the District Secretary two (2) weeks prior to each District Board meeting.
18. The Treasurer will have a name-based criminal record background check done within three (3) months of assuming the role of Treasurer. (2012-05-26)

PAST PRESIDENT

IMMEDIATE PAST PRESIDENT:

1. Assists and counsels the other District Officers in the performance of their duties.
2. Makes diligent use of past experience as District President as a basis for counsel and advice to fellow District Officers in order that harmony and goodwill prevail in all of their deliberations.
3. Gives special guidance to the new District President with regards to background knowledge in relation to the International Board, Norwegian Consulate, Head Office staff and programs of the District's Local Lodges, etc.
4. Uses past experience to advantage by working on District Board committees.

PREVIOUS PAST PRESIDENTS:

5. Past Presidents are given a voice but no vote. This position is not entitled to any monetary compensation from the District or home Lodge unless specifically provided for through special committee work or assignments.
6. As noted in the By-Laws of District Lodge #7, Article III, past Presidents have a voice but no vote at the biennial Convention and District Lodge Meeting.

CULTURAL DIRECTOR

1. The District Cultural Director is responsible for keeping in contact with Local Lodge Cultural Directors and assisting them as necessary in developing well-rounded cultural programs for their Lodge.
2. Gives guidance to Local Lodges wishing to plan Cultural workshops and should also attend the workshop if District finances permit.
3. Assists the Host Lodge with the selection of songs (if any) which will be sung during the Opening, Closing or Installation Ceremonies at the Convention and District Lodge Meeting.
4. Arranges or assists with organizing the Cultural components of various District events such as Heritage Camp and Dance Stevne.
5. Plans a Cultural Program for the District and upon approval of the District Board, be responsible for implementing same.
6. Send to Local Lodges the guidelines for criteria for the Memory Book contest to be held at the next Convention and District Lodge Meeting.
7. Find three (3) impartial, non-members to be judges for the District Memory Book contest (possibly hotel employees) and treat them to lunch.
8. Prepare a District Officer budget for the Treasurer with a copy to the District President.
9. Is responsible for the District Quilts. See that they are sent to the Local Lodge requesting them and that they are returned to Normanna Home for safe keeping. Is responsible for the windowbox frame of cultural pins.
10. At the Convention and District Lodge Meeting:
 - Will assist the Host Lodge with the display in the Cultural Room
 - Will meet with the Host Lodge committee member(s) responsible for the Cultural Room and ensure that instructions regarding judges and judging, judging cards, and processes are discussed
 - Announce the winner of the Memory Book contest and present a cheque from the District
 - Announce any other Cultural contests and present prize(s) or ribbon(s) as applicable
 - Make appropriate Cultural announcements
 - Be responsible for the Memorial Service
 - Provide white tablecloth, candle holder, white candles and flowers for Memorial Service
11. Responsible for the Bunad Book, donated to District Lodge #7 by Elsa Ring in 2006.
12. Keep all Local Lodges aware that the District Quilts and Bunad Book are available for special occasions.
13. Submits a report of activities to the District Secretary two (2) weeks prior to each District Board meeting.

14. Will plan cultural activities such as the Dance Stevne and Cultural Workshops, and work with the Heritage Camp and Sno Fun Days Co-ordinators to ensure appropriate activities are available.
15. **Founder's Day** – January 16th is the anniversary of the founding of Sons of Norway. This day should be promoted (with assistance from Publicity Director) in every Local Lodge and could include activities such as a party, wearing Norwegian sweaters, flags, pins, etc. (2011-03-19)

PUBLICITY DIRECTOR

1. The District Publicity Director keeps in touch with Local Lodges' Publicity Directors and/or Editors and apprises them of the correct procedures for sending articles and pictures for the District and International publications. The Director is available to assist Local Lodge Publicity Directors and Editors for training as well as assistance for posting on web. (2010-05-28)
2. Prepare and update a calendar of events with important dates on the website. (2010-03-19)
3. Acts as a liaison between the District Board and the Editor of the Leiflette newsletter.
4. Advises the Leiflette Editor as necessary of any changes the District Board would like to have made and also makes the Editor aware of any gross errors in the past Leiflette issues so that a correction may be made in the next issue.
5. Edits articles and reports of other District Officers if requested.
6. Edits articles and organizes pictures for the Viking magazine.
7. Maintains contact as necessary with the people at Head Office who are responsible for printing the Viking magazine.
8. Assists as necessary in publicizing various District events such as Heritage Camp, Border Festival, etc.
9. Sends complimentary copies of the Leiflette to all Districts' Presidents (or links to our website).
10. Sends out a history form to Lodges on an annual basis and collects and retains same for the eventual up-date of the District History Book.
11. Publish in the Leiflette and website, an article of grants available prior to due dates. (2008-09-13)
12. Sends greetings (cards) from the District to Lodges on their Anniversary. On the fifth anniversary, and every fifth year thereafter, a card is to be sent by the Publicity Director to the Local Lodge in recognition of the special occasion. (1992-03-08)
13. Sends information to webmaster on updating the website.
14. Prepare a District Officer budget for the Treasurer with a copy to the District President.
15. Submits a report of activities to the District Secretary two (2) weeks prior to each District Board meeting.
16. **Founder's Day** – January 16th is the anniversary of the founding of Sons of Norway. This day should be promoted (with assistance from Social Director) in every Local Lodge and could include activities such as a party, wearing Norwegian sweaters, flags, pins, etc. Information should be in the Leiflette and on the website. Look at public service announcements on radio and other types of media, ie. print, websites, etc. (2011-03-19)

YOUTH & RECREATIONAL DIRECTOR

1. The District Recreation Director will assist with set up of inter-Lodge sports of various types, which will be financially supported by the District. (1976-06-04)
2. District Lodge #7 Youth Recognition Award - the District will provide \$200 available for awards with a maximum award of \$100 per student. Local Lodge presidents may submit recommendations for youth who are no older than the age of 25 as of January 31st of the year of the biennium Convention and District Lodge Meeting. The Local Lodge will forward the application submissions to the District Youth Director by January 31st of the convention year. (2010-03-25) The Youth Director will work with the Publicity Director to publicize this to Local Lodges through letters, Leiflette and website. (2008-02-29)
3. The Recreation Director will keep custody of the windowbox frame of sports pins and will ensure that they are tracked and returned if loaned to Board or Zone Directors of Local Lodges.
4. Sno-Fun Days should encompass some of the cultural aspects of our Norwegian heritage. The Cultural Director and the Recreational Director should work together to enhance this event. (2002-06-08) Sno-Fun Days are held at a location in an area that is central to District #7. In the recent past, it has been held at Mile 108, Hills Health Ranch on the Friday night through Sunday in February.
5. The District Recreation Director is to contact Local Lodges regarding “Bowl-by-Mail” (1976-09-11) and “Golf-by-Mail”. (2012-09-15) The Director will also work with the Publicity Director to ensure Local Lodges have the information about the “Fishing Derby”. When the scores for Bowl-by-Mail are submitted, the Recreation Director will place them in the Leiflette and on the website. The International Director will assist the Recreation and Publicity Directors to plan how to increase the interest by the Local Lodge members. (2010-09-25)
6. District Lodge #7 organizes an annual Heritage Camp ending on the Sunday of the week following the BC Day weekend. The length of the camp to be at least three and one half days duration (Thursday, Friday, Saturday and one half (½) day Sunday) but may be extended if and when deemed desirable. (1980-06-07)
7. Classes and crafts offered at Heritage Camp shall reflect Nordic content.

GENERAL DIRECTOR

1. District #7 provides a Board training position to encourage new members to be involved on the Board, provides hands-on experience to an incoming District Officer, and provides the Board of Directors with a reserve role for task assistance. (2016-05-29)
2. Duties will be assigned by the District President or on consent of the District Board.
3. This position is for a one-term maximum. As this is a training position, the desire is to have the General Director run for one of the other positions on the Board of Directors at the end of this term.

ZONE DIRECTORS

1. Zone Directors are to be appointed for each Zone. (1982-06-06) Upon appointment, send out a letter to all Lodges in your Zone to introduce yourself.
2. Work diligently to promote the growth and welfare of the Local Lodges within their Zones.
3. Represent the District at Zone activities.
4. Serve on committees and carry out functions assigned by the District President.
5. Determine the need within the Zone for instruction or coordination and in conjunction with the District Board, arrange seminars to accomplish what is needed.
6. Zone Directors are to visit all Lodges in their Zone at least once a year – upon the approval of the President (1980-06-08) and possibly with the District President. Zone Directors should report to the District Board following Lodge visits, noting the positives of that Lodge as well as any constructive feedback from the Board that might give further assistance. (2008-09-13)
7. Zone Directors should seek a volunteer liaison in each Zone. (2008-06-01)
8. Prepare a District Officer budget for the Treasurer with a copy to the District President.
9. At the Convention and District Lodge Meeting:
 - Present the LA certificates for their Zone for the Biennium
 - When requested by the District President, announce time and place for Caucus of the elected DELEGATES AND DISTRICT OFFICERS from the Zone for the purpose of selecting its nominees for Zone Director and Alternate. Nominees for Delegates to the International Lodge Meeting and Convention must also be selected and any other pertinent Zone matters dealt with. The Zone Director should be the Chairperson or may delegate someone else from the Caucus to the position
 - Introduce yourself to the Lodges in your Zone
10. Zone Directors will work with the District Vice President and Lodge membership committees to share expertise in retaining and attracting new members to Sons of Norway and in turn report their findings back to the District Board for consideration. (2008-05-31)
11. Zone Directors should send a letter to the Lodges in their Zone to let them know they are available to attend informal meetings or board meetings as well as regularly scheduled meetings. (1980-09-21)
12. Submits a report of activities to the District Secretary two (2) weeks prior to the District Board Meeting.
13. Zone Directors who visit Lodges in their respective Zone should submit an article to the Leiflette following such visits giving a brief outline of what took place. (2002-06-08)

14. Zone Directors are to endeavor to receive reports from Local Lodge membership Committees every six months; these to then be sent onto the District Vice President. (1982-06-06)
15. The duties and responsibility of the Adopt-a-School coordinator (keeping Lodges informed of the information from Home Office) is added to the duties and responsibilities of the four Zone Directors for efficient and effective coordination. (2008-05-30)
16. Zone Directors are to promote the Border Festival in conjunction with District #2 and encourage Lodges to participate. (2008-09-13)
17. District Zone Directors should organize zone seminars for the Lodges within their Zone at least once during the biennium. (2002-06-08)
18. The Zone Director will notify each Lodge in their Zone of dates, times and places of the Zone seminars. (1981-05-09)

B. District Board Meetings

1. The Board of Directors may meet for two (2) days prior to the District Biennial Convention. The first day to hold the District Board meeting, second day to assist the committees in their work. (1978-06-02)
2. District Board meetings will be held at locations as determined by the District Board. (1982-06-04)
3. The semi-annual Board meeting will be extended beyond one day if necessary. (1983-05-02)
4. All past District #7 International Directors and past District #7 Presidents have the privilege of attending District #7 Board meetings, receiving Board meeting minutes and have voice but no vote. (1978-09-23)
5. No one is to be locked out of District Board meetings if they are members in good standing of Sons of Norway. (1982-09-18) At the discretion of the District Board, exceptions may occur when sensitive matters need to be discussed “In Camera”.
6. A summary of the minutes from the District Board meeting and the reports from the Board members should be sent to the Secretary of each Lodge. (2002-09-21)
7. All Directors are to send in written reports of their activities two weeks prior to the semi-annual Board meeting. These reports to be copied by the Secretary and sent to all Directors. (1983-05-28)
8. At the first Board Meeting following the Biennial Convention and District Lodge Meeting, the Board may give the International Director voice at the meetings (but no vote as per International Policy).

C. Finances

1. Signing authority of District Lodge #7 shall be the President, Vice President, Secretary and Treasurer with all cheques requiring two signatures, (1980-09-27) one of the signatures shall be the President's. (2008-05-31)
2. Funds allocated for youth and recreation activities are to be used primarily as “pump primers” and secondly, in sustaining some long term programs, eg. summer camps. (1982-06-04)
3. Directors in charge of seminars are requested to keep a record of all expenses involved and forward same to the District Secretary. (1981-12-05)
4. Directors Funds: the amount that is budgeted is the maximum amount that should be spent. Grants received from the Sons of Norway Foundation in Canada for specified project are to be considered as additional to that allowed in the budget. (1986-06-08) (updated 2007-03-10)
5. All non-anticipated expenditures are to be approved by the Executive or Board of Directors. (1983-05-28)
6. District Officers are to submit expenses to the District Treasurer on a regular basis. (1982-06-06)
7. The President's spouse, when with the President at official functions, will be remunerated for meals at the same rate as set out in the By-Laws for District Officers; this would also apply should the President appoint another representative from the Board to attend in his/her place. (2002-06-09)
8. All matching grants for District cultural events, seminars, sports and recreational activities are applied for by the District Secretary. (1986-06-07)

D. Publications

1. A By-Laws, Policy and Procedures, and Officer's Mandates manual for District Lodge #7 will be compiled in loose-leaf form. This manual will be kept up-to-date by the District Secretary. (1979-12-01)
2. District Directory to include the following Local Lodge Officers: President, Vice President, Secretary, Treasurer, Financial Secretary, Counselor, Social Director, Youth Director, Cultural Director, Cultural Director, Recreation Direction, Foundation Director. (1982-06-04)
3. The District Directory should be distributed annually to all Lodges in District #7: the Directory to contain the names, addresses, phone number and email addresses to all Lodge Officers for each Local Lodge in District #7 along with the Lodge meeting times and locations. (2002-06-08)
4. District By-Laws are to be included in the District Directory and forwarded to all holders of the District Directory. (2003-30-22)
5. The Editor of the Leiflette has authority to edit, within priorities set by the District Board. (2003-03-22)
6. The Leiflette deadline for submissions is set at the 10th of each month. (2003-09-20)
7. Each issue of the Leiflette is to include a calendar of events for the month of issue and extending to the month of the following issue. (1982-06-04)
8. All Lodges receiving the Leiflette are billed for same. (1999-05-01) To determine the cost of the Leiflette to each Local Lodge, the following is included:
 - Webmaster cost
 - Telus monthly host unit cost
 - Editor costsThese items are added together then divided by the number of all Adult members in District #7, less Skjonne Dal Lodge as they cannot download the Leiflette due to lack of internet service, and neither those in 000 or 999 (2010-05-27) to achieve the 'cost per adult'. The Lodge is then billed for the number of adults in their Lodge times the 'cost per adult'. *The Leiflette is a break-even venture.* (2008-02-29)
9. The Sons of Norway Foundation of Canada will receive a complimentary ad in the Leiflette newsletter. (2010-09-25)
10. All email communications addressed in bulk should be sent by Bcc (blind carbon copy) and Local Lodges can contact the District #7 Publicity Director if they do not know how to physically use this method. (2008-05-30) Publicity Director to ensure complimentary copies of the Leiflette will be sent electronically to all District Presidents and to each member on the International Board. (1980-09-07)
11. Publicity Director to ensure the Leiflette is sent to all Canadian Lodges in District #4 monthly. (1999-05-01)

E. District Convention

1. The information from the immediate past conventions is made available to any Lodge within District #7 that requests it from the District Board. This information should include:
 - approved budget and actual costs
 - contracts with hotels and caterers
 - planning notes and minutes of planning meetings
 - a re-cap at the end with suggestions as to what worked well and what, if anything, did not. (2006-06-08)
2. The Host Lodge presents a cost per delegate estimate to the District Board for approval twelve (12) months prior to the convention date and the cost of meals and accommodation be printed in the Leiflette two (2) months before the election of Local Lodge delegates to the convention. (1996-06-07)
3. Convention host lodge finance committee will supply to the Board of Directors a prepared budget well in advance of the convention. (1970-06-12) The budget will be submitted for approval of the District Lodge's portion at the Fall District Board of Directors meeting preceding the District Convention. Any budget amendments, if necessary, to this approved budget must be submitted for District Board approval no later than the Spring District Board meeting preceding the District Convention.
4. The District Lodge will pay for (1981-12-01) – at the current By-Law rates and only to a maximum of the budget previously approved by the District Board:
 - Boardroom (with coffee) used for Board meetings
 - A room for the Open Forum (Q & A) will be shared half and half with the Host committee
 - A room for the Cultural Display
 - The President's suite
 - Suite for the Secretary
 - The registration cost and costs of the "package" for District officers
 - A per diem and one night's accommodation for Convention Committee members if they must arrive one day earlier
 - A per diem for the newly elected Board members attending the Board meeting following the Convention

In the event the Host Committee decides they want electronic editing, it will be at their cost. (2010-09-25)
5. Interest income and miscellaneous income are to be kept separate on the financial statement. (1978-09-07)
6. Local Lodge delegate selection committees should endeavor to ascertain if any Lodge member has the desire to serve as a District Officer so that this can be considered when electing delegates. (1996-06-07) Every Lodge within District #7 shall be entitled to send two (2) delegates for the Lodge and one (1) delegate for every fifty (50) members or major fraction thereof. (2012-05-04)
7. A detailed list of duties of officers should be made available to potential candidates for positions on the Board. (2004-04-01)

8. Traveling expenses of delegates are the sole responsibility of the individual Lodges and their respective delegates. (1982-06-06)
9. An information package is to be sent to each delegate prior to the District Convention. (1986-06-07)
10. Directors are to write reports for the Convention Reports Book. (1973-12-08)
11. “Delegate package pick-up and check-in” will be available Thursday night and Friday morning at the Convention Registration. (2010-05-27)
12. The Financial Statement will be printed in the Reports Book and distributed to the delegates. (1972-06-08)
13. The District Vice President will coordinate an Open Forum (Q & A) on the Thursday night prior to the District Convention. (1980-06-04)
 - Ski for Light (Canada Inc)
 - Unge Venner
 - Sons of Norway Foundation of Canada
 - District sports events
 - District cultural events
 - Membership recruitment and retention
 - Others as may be available from the floor of the forum
14. A Cultural Exhibition and Competition will be held in conjunction with the Biennial Convention. (1982-06-04)
15. Local Lodge Memory Books submitted to the Cultural Exhibition and Competition will be information for the two (2) calendar years prior to the Convention and District Lodge Meeting (ie. January to December ending the December prior to the Convention. (2010-09-25)
16. The District Board adopts a youth recognition award as a permanent part of our biennial convention to be awarded at the convention whenever possible. (1993-04-04)
17. Sons of Norway International will select one Lodge of the Year in each category for each year from the Lodges at or above the District median size and Lodges from below the District median size. (2002-06-08)
18. Amateur photography will be an added category at the District #7 Cultural Exhibition/Competition and the District #7 Board of Directors are authorized to add other categories as components of our Sons of Norway cultural program. (2008-05-30) Photos do not have to be Scandinavian in nature. A Novice category will be added for first time entrants. (2008-09-13)
19. At the District Convention, each Zone is represented by at least one (1) District Officer (not counting the District President) on the Board of Directors. It is desirable but not mandatory to have a director that resides in that zone. (2016-05-29) Whenever a Zone does not have a nomination to the Board, a nomination from the remaining Zones is in order. (2002-06-08)

20. Zone Directors should be responsible for making the necessary arrangements for the place of the caucus meetings. (1984-06-02)
21. The Canadian, Norwegian and American National Anthems are to be used at the opening of the District Convention. (1975-02-19)
22. Candidates for office on the District and International Boards are to be allowed three (3) minutes each to introduce themselves to the convention delegates. This is to be done in the first day of the Convention during the lunch break. (1978-06-02)
23. A Memorial Service, conducted by the Cultural Director, will be held after the Saturday morning coffee break. A short interval will follow the service. (1978-06-02)
24. The selection of the Installing Officer at the District Convention will be at the discretion of the District President in consultation with the Host Lodge(s). Installing Marshalls shall be at the discretion of the Host Lodge(s).
25. Prior to the election of delegates to the International Convention, a statement will be made regarding the expenses that will be paid by District #7 for each delegate. (1984-06-03)
26. It is obligatory to include the following in Convention minutes (1972-06-08):
 - Exact number of delegates in attendance
 - Number of elected delegates
 - Number of Lodges represented
 - Total number of Lodges in the District
 - Number of registered guests
 - Total number of Lodge members as of the last semi-annual reports
27. A summary of all resolutions and elections should be included in the first issue of the Leiflette following the convention. (1994-06-25)

F. International Convention

1. Zone delegates who attend the International Convention are required to provide a report which will be distributed (2002-06-08) to the Lodges within their Zone, the Publicity Director and the District President no later than 15th October following the Convention date. These reports will be posted to the webpage. (2010)
2. Each District #7 delegates to the International Convention will be subsidized as follows: (2012-05-04)
 - An amount determined by the District Board – ie. \$700 toward registration package, accommodation, food and travel
 - The cost of the pre-convention seminar (ie. \$100 for 2012 Leadership Seminar)
 - Expense sheet backup should be provided to Treasurer to cover the total of these amounts at a minimum.
3. Delegates intending to take action at the International Convention that would affect the District are to inform the caucus of their intent. (1980-06-04)

G. Local Lodges

1. Local Lodges are asked to send in requests early for visits of District Officers – at least two months prior to a planned function. (1970-06-05)
2. A visit from a District Officer will be at no expense to the Local Lodge. (1970-12-05)
3. The District Board and Local Lodges should provide for active and interesting sports programs that could be an attraction for new members. (1982-06-04)
4. Social and Recreation Directors for each Lodge are to endeavor to coordinate their planned functions with those of other Lodges as well as other Norwegian organizations in the area. (1982-06-04)
5. Every Lodge within District #7 is encouraged to organize suitable 17th of May celebrations for all Norwegians on the 17th of May weekend – preceding or following. Such celebrations to be arranged by a Lodge or other Lodges and/or Norwegian organizations. Nature of celebration to be as close to traditional Norwegian events as circumstances permit – arrangements to be inexpensive to encourage a large participation. (1968-06-20)
6. Local Lodges of District #7 must send in their financial statement to Headquarters each year in order to protect the ‘fraternal’ organization. Without adherence to this requirement, Sons of Norway could lose their tax-free status. If the financial report is submitted before December 15th, the Lodge will qualify for additional points towards the Lodge Achievement Award. (2011-03-19) Local Lodges should read the motion passed at International Board level that Lodges not meeting the deadline of financial statement submission (within 60 days of the December 31 report date) will have the Lodge portion of membership dues withheld, and further non-compliance will result in the District portion of the membership dues being withheld as well. (2011-10)
7. Local Lodge scrapbook to be renamed Lodge Memory Book. (2001-03-01)
8. **Founder’s Day** – January 16th is the anniversary of the founding of Sons of Norway. This day should be promoted in every Local Lodge and could include activities such as a party, wearing Norwegian sweaters, flags, pins, etc. Look at public service announcements on radio and other media (ie. print, websites). (2011-03-19)
9. Sons of Norway International has established guidelines (can be obtained by contacting Membership Coordinator, Head Office by phone or email) for Canadian and USA Lodges to hold membership events.
 - Funds are reserved on a first-come basis at the beginning of each year and a reservation is required to apply for funds
 - Reservation of funds will require details of event, agenda, marketing plan
 - Event must have at least ten (10) prospective members; Lodge will receive reimbursement up to \$75 to cover expenses plus an additional \$5 for each new member who signs up at the event up to a maximum of \$75 (total maximum is \$150 per event)
 - Publicize and promote event within the Lodge, contact prospective members (may include any lapsed Sons of Norway member of two (2) or more years), assign a member to mentor prospect

- Event may include a short presentation on Sons of Norway, your Lodge (community involvement, cultural activities, social events, 'Joy of Connecting' dvd, informational items such as brochures, newsletters, copies of Viking magazine, cultural demonstration or activity, Norwegian food)
- Have lots of applications for membership available
- Have a sign-in sheet with signatures of prospective members (minimum of 10 people) and their sponsors or mentors
- Following the event, prepare the following for submission to Head Office: sign-in sheet, reimbursement request form, receipts for event expenses, membership applications completed at event and completed up to seven (7) days following the event (2007-03-10)

Revised February 18, 2006

Revised February 2007

Revised February 2012

Revised March 2013

Revised February 2017

APPENDIX 1

Sons of Norway CODE OF ETHICS

STANDARDS OF CONDUCT WHEN DEALING WITH MEMBERS AND OTHERS

Representatives of Sons of Norway should strive to deliver innovative, quality products and services to our members. In so doing, we must be conscientious in anticipating and addressing the challenges and needs of our members and of the Sons of Norway. When dealing with our members and others we must do so lawfully and ethically.

When we successfully match our member needs with the Sons of Norway's capabilities and our own organizational goals, we forge a relationship based on financial strength, loyalty and shared interests. Ultimately, our long-term success depends on a base of members who share our fraternal interests, respect our values, and own our insurance products.

Here are some key areas that apply to all officers and directors:

Confidential Information

Your knowledge of confidential information about our members and others with whom we do business places you in a special position of trust and confidence. Safeguarding this information is critical for sustaining long-term member and other relationships. Unless required by your position or by law, you may not discuss or share confidential information with other members or with anyone outside of Sons of Norway. Furthermore, any transfer of confidential client information or other sensitive information to fellow members or to third parties must be consistent with Sons of Norway policies. Seek advice from your President or Director in maintaining the confidentiality of such information or materials.

Gifts to and from Members and Others

When dealing with members and other third parties, the exchange of gifts, funds or favors, - or the acceptance of entertainment, however honest the motive – can be interpreted as improper.

You may accept advertising novelties or other gifts common in business (such as holiday gifts) from persons or organizations with whom we have current or potential business relationships but only if the gift is of nominal value. If you have questions or concerns, contact the President or International Director.

Avoid Conflicts of Interest

It is improper for any member, or director or president at any level of Sons of Norway to put himself or herself in a position where their interests are in conflict with the interests of Sons of Norway.

Do Not Offer Legal or Tax Advice

From time to time, members may ask you for legal or tax advice concerning transactions. Sons of Norway policies prohibit the unauthorized practice of law. This policy is necessary to avoid potential litigation concerning a member's reliance on such advice.

Avoid Even the Appearance of Impropriety

All members should avoid not only real misconduct, but even the appearance of impropriety. Unimpeachable integrity is the Sons of Norway's most important asset.

OUR OBLIGATIONS TO THE SONS OF NORWAY

Integrity must always govern our business decisions and actions. All members are expected to adhere to the law and Sons of Norway policies and guidelines.

Respect Sons of Norway Property and Confidential Information

The Sons of Norway's property is to be used solely for the benefit of the Sons of Norway. Sons of Norway property includes tangible property such as funds, premises, equipment and furnishings, as well as proprietary information.

Recording and Reporting Information

All information you record or report on behalf of Sons of Norway – whether for our purposes or for use by third parties – must be done so honestly and accurately. Providing false or misleading information in connections with any aspect of our business or operations will not be tolerated.

Use Sons of Norway Funds and Assets for Legitimate Business Purposes

Funds and assets of the Sons of Norway may only be used for legitimate business purposes and in a manner consistent with our policies. Services should be provided and products purchased on the basis of quality, value, price and other tangible criteria. The Sons of Norway's funds or assets may never be used for any unlawful purpose.

Maintain Complete and Accurate Accounting Records

The Sons of Norway's financial books, records and accounts shall be maintained in accordance with generally accepted accounting principles and/or statutory accounting practices and shall reflect all financial transactions accurately, fairly and in reasonable detail. Members are responsible for ensuring that there is an auditable record of financial transactions under their control.

Falsifying records, deviating from Sons of Norway policies and procedures or the reporting of false or misleading financial information is prohibited.

Members are responsible for safeguarding assets under their control from loss or unauthorized use. No funds or accounts shall be established or maintained for purposes that are not fully and accurately described on the Sons of Norway's books and records. No member shall establish or keep any unrecorded funds.

Receipts and disbursements shall be fully and accurately described on the books and records of Sons of Norway. No member shall request or approve any payment which is to be used for a purpose which is

not reflected in the documents supporting the payment. Payments shall be made upon appropriate approval only for services rendered or products delivered as required. No invoices believed to be false or fictitious may be paid.

The accounting and auditing functions are integral components which help ensure that Sons of Norway's financial books, records and accounts are accurate. Members shall provide all pertinent information that may be requested.

Your Ultimate Duty to Sons of Norway

You should always adhere to Business Conduct Guidelines, as well as the law and Sons of Norway policies, even if directed to do otherwise by some other person of authority.

OUR RESPONSIBILITIES WHEN ACTING ON BEHALF OF SONS OF NORWAY

With regards to your actions on behalf of Sons of Norway, here are some key areas that apply to all members:

Proper Authority

You represent Sons of Norway in the performance of your responsibilities. While you are a representative of Sons of Norway, you must never exceed your authority to make commitments on behalf of Sons of Norway.

If you are an officer or director of Sons of Norway, you have additional fiduciary responsibilities. Contact the District President who may then contact Legal Counsel if you need any advice concerning fiduciary responsibilities.

Records Retention

Various laws govern the retention of records. Members should be aware of the importance of records retention and have working knowledge of the applicable guidelines. Records include all recorded communication and documents, individual files and expense records.

Every member and director should avoid relationships which compromise the integrity of the Sons of Norway's legitimate business activities.

POLICY STATEMENT

SONS OF NORWAY

- a. No funds or assets of Sons of Norway shall be used for any purpose which would be in violation of any applicable law or regulations.
- b. No contributions shall be made by or on behalf of the Sons of Norway to any political candidate party, or campaign either within or without of the country, except those contributions approved by Sons of Norway policy.
- c. No fund or asset of the Sons of Norway shall be established or maintained that is not reflected on the books and records of the Sons of Norway.
- d. No false, artificial, or misleading entries in the books and records of the Sons of Norway shall be made.
- e. No transactions shall be effected and no payment shall be made by or on behalf of the Sons of Norway with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.
- f. In any dealings with a supplier, customer, government official, or other person or entity, no officer or member or agent of the Sons of Norway shall request, accept, or offer to give any significant thing of value, the purpose or result of which could be to influence the bona fide business relationships between Sons of Norway and such persons or entities.
- g. This Policy Statement is applicable to Sons of Norway officers, directors and members.

Officers of Sons of Norway are responsible for the enforcement of the policies set forth in this Policy Statement. Any officer or member of Sons of Norway having any information or knowledge regarding any transaction or activity prohibited by this Policy Statement shall promptly report the same to District #7 President who in turn may report to International CEO or Legal Counsel, who shall bring such information or knowledge to the attention of the Board of Directors of Sons of Norway.

I acknowledge that I have read and understand the Policy Statement.

Name (please print)

Work telephone number

Signature

Date

Title or Current Position

Company